

**Bylaws of**

**COUNTY ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE**

**ARTICLE I**

Purpose, Duties, and Membership

The County Adult Care Home Community Advisory Committee, hereinafter referred to as the Advisory Committee, was established in accordance with the North Carolina General Statutes, G.S. 13ID-31, to work to maintain the spirit of the Adult Care Home Residents, Bill of Rights and to promote community involvement and cooperation with Adult Care Homes to ensure quality care for the elderly and disabled adults. State Law defines the appointment by the County Commissioners, as well as the duties of the Advisory Committee Members.

**ARTICLE 2**

General Rules

All Advisory Committee members are expected to attend committee meetings, training sessions and assigned quarterly visits to Adult Care Homes. The Chairperson requests that the Board of County Commissioners replace anyone who is not active.

**ARTICLE 3**

Officers and Duties

A. Election of Officers: The Advisory Committee shall elect a chairperson and a secretary annually. All officers may succeed themselves. No more than one office will be held simultaneously by any member.

B. Chairperson

The Chairperson shall preside at all meetings of the Advisory Committee; shall decide all matters of order and procedure unless a majority call for a final decision by the Advisory Committee; shall appoint the sub-committee members necessary to investigate any matters before the Advisory Committee or to perform any of its duties. The Chairperson may vote, as an Advisory Committee member, on any issue before the Advisory Committee. The Chairperson or a majority of the Advisory Committee may call a special meeting whenever such is justified.

C. Vice-Chairperson

The Vice-Chairperson shall assume the duties of the chairperson in his/her absence.

D. Secretary

The secretary shall keep the minutes of the Advisory Committee; shall carry on routine correspondence; shall maintain the files of the Advisory Committee and, shall provide written

minutes of the previous meetings to the Advisory Committee and, upon request, to the County Manager or the Board of County Commissioners. The Advisory Committee may designate a recording or clerical secretary who need not be an Advisory Committee member, to assist the Secretary.

### Files/Records

All quarterly reports of the Advisory Committee shall be public records. Information regarding complaints must be kept confidential; any confidential information shall be disclosed by the State Long Term Care Ombudsman only.

## ARTICLE 4

### MEETINGS

#### 1. Regular Meetings

Regular meetings of the full Advisory Committee shall be held once a quarter, with the date, time and location selected by the Advisory Committee. Notice of the meeting shall be given to the secretary.

#### A. Quorum

A quorum shall consist of a majority or the members

#### B. Voting

Except as otherwise specified herein, the vote of a majority of those members present shall be sufficient to bring matters before the Advisory Committee, provided a quorum is present. A tie vote shall be interpreted as no recommendation on those matters referred to the Board of Commissioners.

#### C. Conduct of Meetings

All meetings shall be conducted in accordance with normally accepted parliamentary procedure and shall be open to the public except where confidentiality is required or permitted by law. The order of business at regular meetings shall generally be as follows:

- 1) roll call;
- 2) reading of the minutes of previous meetings;
- 3) reports of committees;
- 4) unfinished business;
- 5) new business.

#### D. Cancellation of Meetings

Whenever there is no business for the Advisory Committee, the Chairperson, with the consent of all the subcommittee chairpersons, may dispense with the regular meetings by giving notice to all members and to the Clerk of the Board of the County Commissioners not less than seven (7) days prior to the time set for the meeting.

E. Executive Sessions

Executive sessions may be held according to North Carolina General Statutes.

ARTICLE 5

Amendments of By-laws

A notice of any proposed change in these By-laws shall be sent to all committee members ten days prior to the meeting involved and an amendment to these by-laws shall be made by a two third majority of all the members present.

ARTICLE 6

Supercede

Upon adoption, these bylaws shall supercede any other bylaws governing the activities of the Advisory Committee.

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Date

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Chairman